

	Essential	Enhanced	Excellent
General	<p>The library provides the staff and public with a code of conduct. The code of conduct is posted and distributed</p> <p>Annual review of facility to improve public safety</p> <p>The library has a battery operated radio and flashlights readily available</p> <p>There is telephone that doesn't require electricity</p> <p>The library has a written emergency preparedness plan.</p> <p>Emergency numbers are readily available</p> <p>There is a method to notify people expeditiously of an emergency situation.</p>	<p>The staff receives in-service on how to apply the code of conduct.</p> <p>Staff is vigilant regarding public safety and actively contributes to accident prevention</p> <p>There is access to television broadcasts during emergency situations.</p> <p>Library has a written disaster plan</p> <p>Community emergency personnel assist with training</p>	<p>The staff completes incident reports</p> <p>Written plan for public safety.</p> <p>The library's disaster plan is reviewed every two years.</p> <p>The library partners with community leaders in emergency planning</p> <p>There is a public address system</p>
First Aid Preparedness	<p>Emergency first aid supplies are readily available.</p> <p>Emergency supplies are inventoried annually.</p> <p>Staff is given written instructions to respond to incidents of bodily fluid exposure</p> <p>Personal safety kits are readily available to staff members</p> <p>The staff has a procedure for reporting injuries occurring on library property.</p>	<p>The library provides staff with the opportunity to receive CPR/First Aid training.</p> <p>A staff member is responsible for ensuring first aid supplies are complete at all times.</p> <p>Staff receives training to respond to incidents of bodily fluid exposure</p>	<p>Staff members are CPR certified</p> <p>There is annual first aid training</p>

	Essential	Enhanced	Excellent
Fire Protection/Prevention	<p>The library has operating smoke alarms</p> <p>There is a plan for fire emergency procedures</p> <p>Fire extinguishers are hung properly, are visible, and accessible, when required</p> <p>There are written instructions for operating a fire extinguisher</p> <p>Fire extinguishers are inspected annually and replaced when not functioning.</p>	<p>The library has an operating fire alarm system</p> <p>The plan is reviewed with new employees and annually with all staff.</p> <p>Staff members have an annual demonstration on operating a fire extinguisher</p>	<p>The library has automated smoke detection system and/or fire suppression system.</p> <p>The staff participates in drills annually.</p> <p>Local fire department does an annual prevention/protection assessment.</p>
Hazardous Weather Preparedness	<p>The staff has access to the accurate weather forecasts</p> <p>A weather alert radio is used in areas with service</p> <p>The staff monitors the weather when hazardous weather is predicted or seems eminent.</p>	<p>Staff has annual training and drills</p>	<p>Available to the public as a safe place</p> <p>Stays open to provide refuge</p>
Evacuation Plan	<p>The staff has an annual review of the evacuation plan and procedures.</p>	<p>The evacuation plan is posted and the staff participates in training</p>	<p>There are annual evacuation drills</p>
Electrical Outage	<p>Emergency lighting</p> <p>Operating flashlight at each service point and office</p>	<p>UPS for critical operations</p>	<p>UPS with systematic shutdown</p>

	Essential	Enhanced	Excellent
Threatening Abusive People	The library has a policy and procedures to provide the staff with the authority to respond to people whose conduct is disruptive or abusive.	The staff is trained to respond	The library has security staff or a panic button to summon help in critical situations
Bomb Threats/ Events	There are clear directions for staff members to follow designed by professionals New staff members receive training for responding to situations Public Safety official do training Procedures reviewed every 3 years	Supervisors review directions with staff annually	Bomb sniffing dog on staff Perpetrators caught and put in basement of library
Hazardous Material	Hazardous materials are labeled. A list of hazardous materials is maintained. Hazardous materials are stored as directed. Respirator and safety glasses available MSD list available to staff	A staff member is responsible for the identification, labeling, and storing of hazardous materials.	Appropriate staff members participate in hazardous materials training annually.
Mail Reception and Processing	Mail opening procedures established Staff provided gloves, etc. for protection		
Surveillance	Interior arrangement allows staff observation of public areas Minimum of two staff on duty	Public areas are monitored during open hours Minimum staffing levels are established	Children's area staffed at all times Restrooms in highly visible location